

**SPRING CITY BOROUGH COUNCIL MEETING
FEBRUARY 1, 2021**

CALL TO ORDER

President Shaner called the meeting to order and lead the Council in the pledge of allegiance to the Flag.

ATTENDANCE

Council members Brown, Burns, Kern, Miskiewicz, Shaner and Sweeney were present, along with Mayor Kern, Solicitor Hovey, Borough Manager Rittenhouse, and Assistant Borough Manager Tyler.

INTRODUCTION OF THE ASSISTANT BOROUGH MANAGER

Kisha Tyler was introduced as the new assistant borough manager and welcomed by the council members and the Mayor. Her start date was January 11, 2021.

APPROVAL OF THE JANUARY 4, 2021 COUNCIL MEETING MINUTES

Motion made by Mr. Burns to approve the January 4, 2021 minutes; motion seconded by Mr. Shaner. All in favor, motion carried.

MAYOR

Mayor Kern addressed the council, reporting on the swearing in of councilman Brown, her declaration of a snow emergency, her anticipation of resuming community events, and that she is available to residents. Her full written report is on file a Borough Hall.

COMMUNICATIONS

1. Letter from Lee F. Mauger, Esquire, notifying the borough that his practice will no longer provide municipal legal services, and his wish to resign as the Zoning Hearing Board solicitor, effective immediately. Mr. Rittenhouse and Ms. Tyler will provide council with candidates to consider.
2. Scott Neuman, PECO External Affairs Manager, advised that tree trimming in the borough is scheduled for April and May
3. Letter from Comcast regarding the renewal of the franchise agreement. The solicitor will provide guidance on a new agreement. Mr. Rittenhouse explained that the franchise agreement does not regulate the service provider's fees, and that it is typically a 15-year agreement. The borough receives about \$58,000 a year from Comcast. Verizon FiOS was discussed, but Verizon has not initiated discussions of a franchise agreement.

COMMITTEE REPORTS

Streets and Utilities: Mr. Rittenhouse gave the report for the month of January 2021. **97.8 tons of refuse** and **11 bulk items** transported to the landfill; **4 tons of bagged leaves** and **60 Christmas trees** collected curbside; **3 loads of scrap** (1.74 tons) hauled to Mayer Pollacks. Recreation areas cleaned bi-weekly; Gay Street boat ramp cleared; pole barn, office-shed and vehicles cleaned. Potholes patched at various locations.

Sanitation and Surface Water: Mr. Rittenhouse gave the report for January 2021. **Monthly flows** – 401,000 gpd, maximum flow of 710,000 occurred on January 4th. **Maintenance** - all routine maintenance was performed; bulb replacement for the UV system is being scheduled; the annual effluent monitoring report was submitted to the Delaware River Basin Commission. **North Main Street Force Main Break** – Mr. Rittenhouse discussed the matter with Officer Robert Bonney of the PA Fish and Game Commission in early January. A settlement agreement was executed and payment of the \$1,200 fine assessed for the incident was paid.

Police: Mr. Kern read the January 2021 report provided by Chief White. Total calls 163; traffic 24; miscellaneous 43; parking complaints 4; medical emergencies 12; assist other departments 4; domestic disputes 9; theft 13; disturbances 10; suspicious person 8; vehicle lockout 1; harassment 6; abandoned vehicle 6; alarm 8; noise complaint 6; animal complaint 3; criminal trespass/burglary 5; well being check 6; accidents 6; missing person 1; DUI 1; fire 2; aggravated assault ; criminal mischief 3; death investigation 1; traffic citations 4; parking tickets 7; criminal arrests 2. **Miles traveled** – car 1401 (2019 Dodge) 2,154 miles; car 1402 (2015 Dodge) 0 miles. **Gas used** – car 1401 (2019 Dodge) 298.2 gallons; car 1402 (2015 Dodge) 0 gallons

Police Committee: Paul Kern read the report from the January 21, 2020 meeting. There is a delay in the new police vehicle outfitting due to Covid-19. The high volume of accidents at Wall Street and Pikeland Avenue as discussed with the neighboring municipalities, does not warrant changes per the PennDOT code. Additional signage is being considered. Traffic from the new development may warrant changes. Officer Deegan completed his 1-year probation. Needs and improvements to the police office area will be reviewed.

Finance and Ordinance Committee: Mr. Sweeney reported that the committee met on January 28, 2021 and discussed the Borough moving forward with its comprehensive plan update.

Zoning, Housing and Property: Mr. Rittenhouse reported that there were 9 permits issued in January 2021; fess collected = \$7,829.50. Estimated construction costs = \$629,400.00. The bulk of the fees are from the renovation project at 177 Chestnut Street (conversion of the church into apartments).

Park and Recreation: Mr. Sweeney gave a report of the January 21, 2021 meeting. The committee hopes to resume regular events, adhering to CDC guidelines and restrictions for community gatherings. The Easter Egg Hunt is scheduled for April 3, 2021 with social distancing measures implemented. The mural project was discussed, but it is not spearheaded by the

committee. Future projects include a dog park, walking path at Brown Street Park, developing the riverfront, and improvements to the Gay Street boat launch. Gift cards from the Spring City Hotel and Wilke's were given as prizes for the Halloween and Christmas decorating contests.

Financial Reports: Posted.

APPROVAL OF THE REPORTS

Motion made by Mr. Burns to approve the reports as submitted; motion seconded by Mr. Kern. All in favor, motion carried. All reports are on file at Borough Hall.

UNFINISHED BUSINESS

1. Zoning Hearing Board Vacancy.

Council was reminded that an alternate member needs to be appointed to the ZHB.

2. Planning Commission reappointment Resolution 2021-02A.

Mr. Burns will not be reappointed. Doug Amlin expressed interest in the 4-year term beginning June 1, 2021. Motion made by Mr. Sweeney to appoint Doug Amlin to the planning commission; motion seconded by Mr. Kern. All in favor, motion carried.

3. CPR Parking Lot Project Update.

Documents for the \$550,000 county grant were executed by the borough. No confirmation has been received on the availability of grant funds through Senator Muth. The Lennar development group has committed to a \$100,000 contribution to the project, but the funds have not been received. Survey work for the project began on January 27, 2021.

4. Villages at Spring Hill Land Development Agreements

Motion made by Mr. Brown to authorize execution of the agreements required by the conditional final approval of the land development plan, subject to the approval of the Borough Engineer, Manager and Solicitor. Motion seconded by Ms. Miskiewicz. Mr. Shaner and Mr. Kern both abstained. Vote 4-0-2, motion carried.

5. Villages at Spring Hill Minor Land Development Agreements

Motion made by Mr. Burns to authorize execution of the agreement required by the conditional final approval of the property conveyance for the minor land development plan, subject to the approval of the Borough Engineer, Manager and Solicitor. Motion seconded by Mr. Brown. Mr. Shaner and Mr. Kern both abstained. Vote 4-0-2, motion carried.

NEW BUSINESS

1. Hunsberger Tract Sewer Planning Module Resolution 2021-03

Resolution to approve revisions to the borough's Act 537 Sewage Facilities Plan. Motion made by Mr. Brown and seconded by Mr. Burn to approve Resolution 2021-03. All in favor, motion carried.

2. Comprehensive Plan Update

Due to priority workload and state report filing deadlines, the borough staff is unable to meet the round 1 deadline for the Chester County VPP grant. An application will be submitted for the second round of funding due in September.

3. Handicap Parking Permit for 331 S. Main Street

Motion made by Ms. Miskiewicz and seconded by Mr. Kern to approve the application. All in favor, motion carried. Borough staff will coordinate installation of the sign.

READING OF THE PAYMENT OF THE BILLS

General Account: (Office) 21st Century Media \$659.34; PECO \$205.96; PAWC \$45.02; Chester County Treasurer \$59.85; H.A. Berkheimer Inc. \$430.80; Action Data Services \$539.80; Verizon \$199.65; L&W Group \$175.00; Provident \$81.38; Wolf Baldwin & Associates \$3,075.00; Staples \$76.17; Municipal Tax System LLC \$850.00; Flexible Benefits Plans Inc. \$1309.47. **Total \$7,707.44. (Streets)** PECO \$95.08; Sanatoga Quarry \$487.97; Eastern Salt Company \$1,693.95; Eagle Disposal \$4,486.30; Chester County Solid Waste Authority \$6,703.01; Henkels & McCoy Inc. \$4,014.00; A.J. Blosenski Inc. \$7,396.74; Limerick Hardware \$384.15; AirGas \$27.60; MuniBilling \$1,449.99; T.P. Trailers \$558.96; Provident \$59.36; Wawa Fleet \$329.22, Wolf Baldwin & Associates \$4,862.50, Flexible Benefits Plans Inc. \$3,379.95. **Total \$35,929.09. (Police)** AT&T \$86.47; deCordre Automotive \$76.36; PAWC \$610.38; Verizon \$341.23; Crystal Springs \$80.73; Provident \$26.10; Wawa Fleet \$761.53; Wolf Baldwin & Associates \$2,089.00; Staples \$304.91; Flexible Benefits Plans Inc. \$3,948.43. **Total \$5,325.14**

Sewer Account: Wind River Environmental \$1,584.00; PECO \$1,681.15; PAWC \$43.79; M.J. Reider Associates \$666.00; EEMA \$3,176.77; MuniBilling \$822.20; Version \$960.30; J. C. Ehrlich \$66.00; Provident \$30.21; Wawa Fleet \$39.76; Wolf Baldwin & Associates \$4,667.50; A.J. Blosenski Inc. \$525.00; Staples \$473.74; Contronox \$858.00; Flexible Benefits Plans Inc. \$2,500.02; Crustal Springs \$8.99; USA Bluebook \$297.90; USALCO \$3,030.20. **Total \$21,431.53**

Street Light Fund: PECO \$4,273.05. **Total \$4,273.05**

Park and Recreation Fund: PECO \$73.19. **Total \$73.19**

Worker's Compensation Fund: AmTrust North America \$1,838.00. **Total \$1,838.00**

Building and Property Fund: Denney Electric Supply \$320.40; Crystal Springs \$20.52; Joseph DeMarco Property Maintenance Services LLC \$857.00. **Total \$1,297.92**

Engineering and Consulting Fund: URDC \$2,661.00. **Total \$2,661.00**

Motion made by Mr. Kern, and seconded by Mr. Sweeney, to accept the bills as paid. All in favor, motion carried.

ANNOUNCEMENTS

Mr. Shaner announced the February meeting schedule: **Sewer Committee**, February 11, 2021 at 6:30 pm; **Planning Commission**, February 17, 2021 at 7:00 PM; **Park and Recreation Committee**, February 18, 2021 at 6:00 pm; **Police Committee**, February 18, 2021 at 6:30 pm; **Finance and Ordinance Committee**, February 24, 2021 at 6:30 pm.

The March **Borough Council** meeting will be held on March 2, 2021 at 7:00 pm.

Trash collection is delayed due to the forecasted snowstorm and the impending weather conditions.

ADJOURNMENT

There being no further business, a motion was made by Mr. Brown to adjourn the meeting. The motion was seconded by Mr. Kern. All in favor, the meeting was adjourned at 8:10 p.m.

Respectfully submitted by

Kisha Tyler, Assistant Borough Manager

FINANCIAL REPORT FOR THE MONTH OF
JANUARY 2021

The following figures represent the balance in each Department as appropriated in the 2021 Budget.

<u>GENERAL GOVERNMENT</u>		<u>% UNSPENT</u>
General Government	\$186,484.41	91%
Protection to Persons and Property	\$443,307.10	92%
Planning, Zoning and Housing	\$239,410.22	99%
Streets and Highways	\$481,528.95	92%
Street Repaving	\$262,746.00	100%
Parks and Recreation	\$ 33,336.81	99%
Insurance	\$ 64,481.00	87%
Street Lighting	\$ 51,031.65	99%
Library	\$ 15,000.00	100%
Liberty Fire Company	\$ 30,000.00	100%
Association Dues and Expenses	\$ 2,100.00	100%
Building and Property	\$ 48,390.42	97%
1% Tax Collection	\$ 4,555.20	91%
OPT Tax Collection	\$ 250.00	100%
Workers' Compensation	\$ 32,687.00	95%
Engineering and Consulting	\$ 31,564.00	91%
CRP Grant Consulting	\$ 31,564.00	100%
 <u>SEWER ACCOUNT</u>	 \$768,033.65	 93%

This report reflects all wages and bills paid through January 31, 2021.

Tax Collector's Monthly Report to Taxing District

Taxes Included: SPRING CITY BOROUGH TAX / BOROUGH PER CAPITA / OCCUPATION TAX

For The Month of : 12/30/2020 00:00:00 To 1/25/2021 23:59:59

A. Collections	Municipal/County			School			Per Capita	Others	Totals
	Current	Interim	Other	Current	Interim	Interim/Other			
1. Balance Collectable -Beginning of the Month	\$10,535.31	\$155.09	\$0.00	\$0.00	\$0.00	\$0.00	\$3,935.00	\$5,503.75	\$20,129.15
2A. Additions: During the Month	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2B. Deduction: Credits During the Month from 17									
3. Total Collectable	\$10,535.31	\$155.09	\$0.00	\$0.00	\$0.00	\$0.00	\$3,935.00	\$5,503.75	\$20,129.15
4. Less: Face Collections for the month	\$1,665.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$66.25	\$1,781.64
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$13.75	\$23.75
6. Less: Exoneration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Less: Liens/ Non-lienable Installments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Balance Collectable -End of the Month	\$8,869.92	\$155.09	\$0.00	\$0.00	\$0.00	\$0.00	\$3,875.00	\$5,423.75	\$18,323.76
B. Reconciliation of Cash Collected									
9. Face Amount of Collections - Must agree with line 4	\$1,665.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$66.25	\$1,781.64
10. Plus: Penalties	\$166.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$6.64	\$178.18
11. Less: Discounts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12. Total Cash Collected Per Column	\$1,831.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$72.89	\$1,959.82
13. Total Cash Collected All Columns									

“ 2020 Final Report ”

C. Payments of Taxes

14. Amount Remitted During the Month

Date	Transaction #	Amount
01/02/2021		\$830.34
01/04/2021		\$577.36
01/05/2021		\$549.74
	TOTAL	\$1,957.44

15. Amount Paid with this report Applicable to this reporting Month

TOTAL

16. Total Remitted this Month

TOTAL

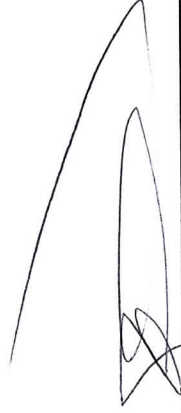
\$1,957.44

17. Total Other Credits and Adjustments

Parcel #	Name	Amount
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18. Interest Earnings (If applicable) \$

Carryover from Previous Month	Taxing District Use (Optional)
Amount Collected this Month	
Less Amount Paid This Month	
Ending Balance	



Tax Collector

1/25/21

Date

I Verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month

Received by (taxing district)

Title: Manager

Date:

2/16/21

MTS Collection Summary

	Current Tax	Interim Tax	
Face Amount	\$1,781.64	\$0.00	
Discount Amount	\$0.00	\$0.00	
Penalties Amount	\$178.18	\$0.00	
Refunds Payments Collected to be returned	\$0.00	\$0.00	
Exoneration Refunds (for payments made on previous monthly reports, not part of any calculations)			
Total Over/Under Paid	\$(2.38)	\$0.00	\$0.00
Total Deposit (Including Refunds)			\$1,959.82
Adjusted Total Cash Collected			\$1,957.44
Bounced Checks - Deposits Reversed by Bank for insufficient funding			
			\$0.00

Collection Statistics							
Face Amount Collected in Discount	Face Current	Disc/Pen Cui	Face Interim	Disc/Pen Int	Face Total	Disc/Pen Total	Total
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Face Amount Collected in Face	\$0.00		\$0.00		\$0.00		\$0.00
Face Amount Collected in Penalty	\$1,781.64	\$178.18	\$0.00	\$0.00	\$1,781.64	\$178.18	\$1,959.82

Commission					
12. Total Cash Collected Per Column	Municipal/County		School		Per Capita
	Current	Interim	Current	Interim	
Commission Rate	\$1,831.93	\$0.00	\$0.00	\$0.00	\$55.00
Monthly Commission per column					

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business January 31, 2021

GENERAL FUND

General Fund Receipts

Berkheimer Associates E.I.T.	\$ 30,457.30
Trash Collection Fees	\$ 48,053.70
Accident Reports	\$ 30.00
Bulk Pickups	\$ 520.00
Building Permits	\$ 7,829.50
Fee in Lieu of Taxes	\$ 6,310.48
Berkheimer OPT	\$ 10.97
Realty Transfer Tax	\$ 9,593.71
Local Fines	\$ 315.10
County Fines	\$ 489.18
HHW Rebate	\$ 284.39
Lease Dwelling Fee	\$ 0.00
U&O Inspections	\$ 350.00
Intra Fund Transfer (PLGIT)	\$180,000.00
Trash Certs	\$ 92.50
Dumpster Permit	\$ 100.00
State Police Fines	\$ 701.56
Police Report	\$ 15.00
Taxes	\$ 501.03
Insurance Refund (police vehicle)	\$ 7,336.84
Recycling Scrap Metal	\$ 309.40
Utility Permit	\$ 17.50
Liens – Attorney Fees	\$ 750.00
Liens – Costs	\$ 125.50
Liens – Penalty	\$ 330.62
Liens – Interest	\$ 2,059.51
Parking Tickets	\$ 175.00
Total Deposits	\$296,758.79

Withdrawals:

By Orders #30078 – 30109	\$298,407.70
#15513 – 15555	
Intra Fund Transfer	\$ 16,012.00
Balance on Account – Checking	\$ 72,199.71

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business January 31, 2021

SEWER FUND

Sewer Receipts

Intra Fund Transfer	\$	0.00	
Sewer Rents		\$128,489.01	
Sewer Certs	\$	82.50	
Liens – Attorney Fees	\$	2,000.00	
Liens – Costs	\$	125.50	
Liens – Penalty	\$	30.59	
Liens – Interest	\$	3,789.52	
Total Deposits			\$134,817.12

Withdrawals:

By Orders #8697-8726	
#22262 – 22272	\$55,101.35
Intra Fund Transfer	<u>\$ 0.00</u>

Balance on Account **\$131,961.10**

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Respectfully submitted,

Dennis Rittenhouse